

## Streamlined Banking Implementation

### Streamlined Banking Accounting Entries Conference Room Pilot

## 1.0 TO-BE PROCESS OVERVIEW

The Streamlined Banking Accounting Entries process encompasses the creation of accounting entries for all transactions created in the Streamlined Banking structure. These transactions include deposit processing (Treasury receipts, Non-Treasury receipts including Federal and Other, and deposits into a Local Depository Account), the state funds allotment process, payables processing, payroll entries, GF1 entries, and inter-agency disbursements.

The purpose of this document is to describe the To-Be Accounting Entries for Streamlined Banking for the following transaction types:

- Depositing Processing—Non-Treasury Receipts including Federal & Other and Treasury Receipts
- Deposits into a Local Depository Account
- State Fund Allotment Process—Receipt of Allotment
- Payables Processing
- Payroll Processing (Regular Withholdings/Net Pay/State Withholdings)
- GF1 Entries
- Inter-Agency Transactions
- Deposits into a Local Depository Account—Revenue Collections
- Revenue Collections Payments/Refunds

## 1.1 KEY DEFINITIONS

1. **Allocation**—an automatic General Ledger process that creates accounting entries to re-distribute book entries based on the source transaction (AR).
2. **Direct Journal**—an Accounts Receivable transaction to record the deposit of funds.
3. **AR Receivable**—an Accounts Receivable transaction to record revenue recognition.
4. **AR Deposit**—an Accounts Receivable transaction to record revenue collected against the receivable.
5. **BudgetNet**---software used to store and interface budget information into PeopleSoft Commitment Control and General Ledger.
6. **AP Accrual**—an Accounts Payable transaction to record expense distribution.
7. **AP Disbursement**—an Accounts Payable transaction to record payment of accrual.
8. **Payroll withholding**—a Payroll transaction to record withholding information.
9. **Payroll Disbursement**—a Payroll transaction for payment.
10. **GF1 Account**—the recording of LGIP funds into a Georgia Fund 1 account.

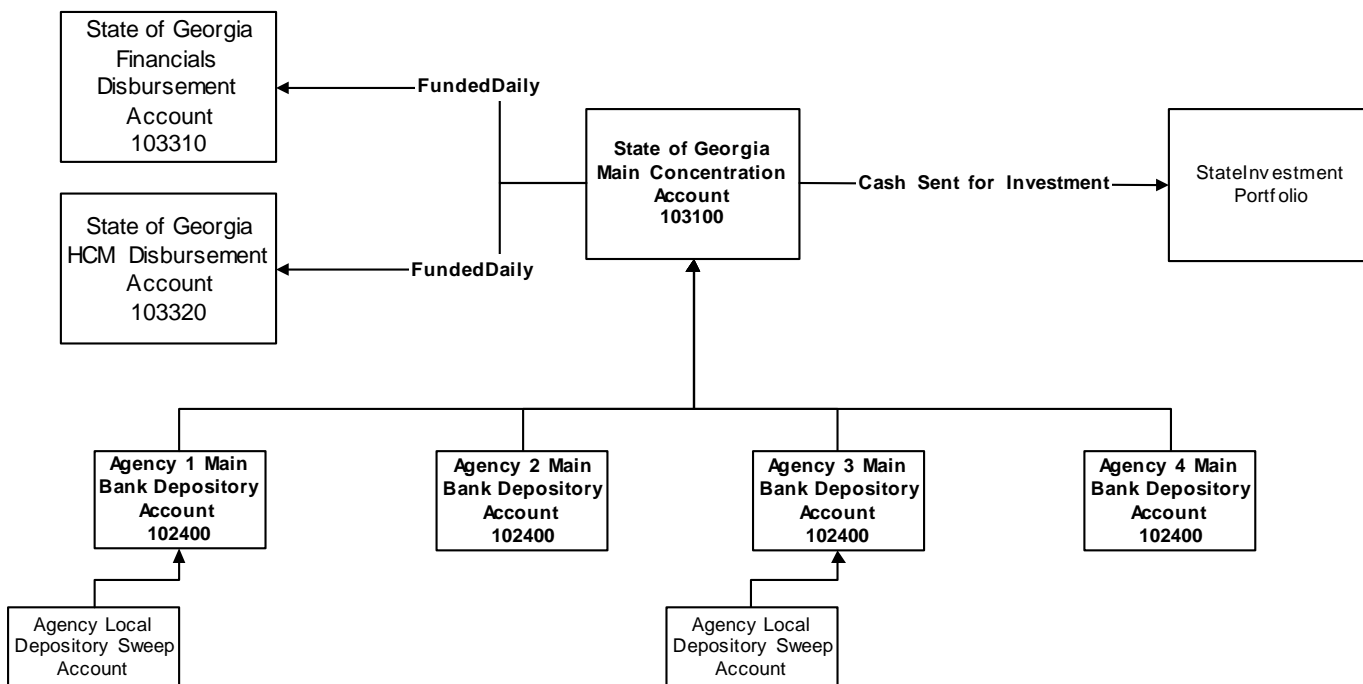
## 2.0 ASSUMPTIONS

Streamlined Banking Structure Diagram with GL Account Numbers:

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## Streamlined Banking Account Structure



1. The Streamlined Banking Account structure will be used (see Streamlined Banking Account Structure Diagram).
2. The Disbursement, Concentration, and Netting accounts will be owned by OTFS, business unit (**Treasury Bank--49900**).
3. The Agency Main Depository Accounts will be owned by the individual agency. The same GL cash account will be used for all Agency Main Depository Accounts (**102400-Cash in Bank – Depository Account**).
4. Different GL cash accounts will be used for the Disbursements accounts and the Concentration account (**103310, 103320, 103100** respectively).
5. Agencies will continue to use their existing GL cash accounts for their Agency Local Depository accounts.
6. Inter/intra-unit accounting will be used for the Streamlined Banking accounting entries. The system will automatically assign inter/intra-unit entries for any accounting entries between business units, between funds, etc.

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7. The inter-unit (Agency) Cash Account (**101005 – Cash in Bank – Treasury Bank**) will be used to determine cash balances by agency.
8. Agency Revenue and Allotments for each agency will be recorded in the GL Account (**101005 – Cash in Bank – Treasury Bank**).
9. ZBA entries will be booked to track the movement of cash to/from the concentration account. These entries will be recorded on OTFS's Books in the Treasury Bank Business Unit (**Treasury Bank--49900**).
10. The GL Allocations process will be run daily to move balances when applicable (e.g. Revenue Collections Remittance).
11. The agency will have a set of self-balancing trial balance reports by business unit similar to the current Trial Balances (e.g. Business Unit (M), Funding Source (N), and Fund (R)).
12. ARIS will be used by all agencies not on Streamlined Banking for Allotments, Revenue Remittance, and Interagency. The accounting entries will remain as-is for these agencies.
13. No EFT payments will be generated for inter-agency payments from Streamlined Banking agencies to Non-Streamlined Banking agencies. ACH payments, GF1 transfers, and General Funds Transfers will be used for Streamlined to Non-Streamlined or vice versa.
14. ARIS will no longer be used to report revenue collections or request allotment draw downs for Agencies under the Streamlined Banking structure but it will be used to communicate all inter-agency payments where a Non-Streamlined Banking agency is involved (Non-Streamlined to Streamlined and Streamlined to Non-Streamlined).
15. A report/query will be generated for OTFS to track Revenue Collections by business unit, fund, and funding source.
16. The Agency Quarterly State Allotment will be entered in PeopleSoft by an Upload from BudgetNet into the GL for all agencies under Streamlined Banking.
17. Credit Card charges for the Department of Drivers' Services will continue to be booked in Peoplesoft Accounts Payable as a voucher against revenue collections (the revenue account and fund R1). This process will not change in the future.

#### System Constraints

- For book to bank reconciliation there cannot be duplicate General Ledger business unit and General Ledger account combinations for external bank accounts.
- ZBA accounting entries are created from an accounting template. As a result, the fund and funding source can not be automatically allocated across deposits or disbursements.
- There cannot be the same bank ID and account number established multiple times either under the same Set ID or under different Set IDs. This type of setup causes reconciliation issues.
- It is not recommended to have multiple General Ledger business units under the same bank account.

### 3.0 BUSINESS PROCESS DESCRIPTIONS

#### Depositing Processing (Non-Treasury Receipts)

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In Exhibit #1, the agency is depositing a Non-Treasury Receipt into their Main Agency Depository account (BU 46500, Acct 102400) and crediting their revenue account (BU 46500, Acct 468001) in the AR module. An allocation is added to move the funds from the Agency's Depository Account (BU 46500, Acct 102400) to the Agency's Cash Account (BU 46500, Acct 101005).

#### Exhibit #1

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Deposits Processing—Non-Treasury Receipt</b>									
Direct Journal	Debit	AR	100,000.00	46500	10100	4651000001	102400 Cash in Bank - Depository Account		60001
Direct Journal	Credit	AR	(100,000.00)	46500	10100	4651000001	468001 Other Revenue		60001
Allocations	Debit	GL	100,000.00	46500	10100	4651000001	101005 Cash in Bank - Treasury Bank		60001
Allocations	Credit	GL	(100,000.00)	46500	10100	4651000001	102400 Cash in Bank - Depository Account		60001

#### Depositing Processing (Non-Treasury Receipts—Federal Grants)

In Exhibit #2, the agency is setting up a receivable to collect from a federal grant by debiting the receivable account (BU 46500, Acct 122001) and crediting federal revenue (BU 46500, Acct 431001). When the agency collects the funds from the federal grant, a deposit is made to debit the Main Agency Depository account (BU 46500, Acct 102400) and credit the receivable account (BU 46500, Acct 122001). These transactions are completed in the AR module. An allocation is added to move the funds from the Agency's Depository Account (BU 46500, Acct 102400) to the Agency's Cash Account (BU 46500, Acct 101005).

#### Exhibit #2

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Deposits Processing—Federal Grants</b>									
AR Receivable	Debit	AR	12,000.00	46500	10100	4651000001	122001 Federal Receivable - Direct		30335
AR Receivable	Credit	AR	(12,000.00)	46500	10100	4651000001	431001 Federal Grant Revenue - Direct		30335
AR Deposit	Debit	AR	12,000.00	46500	10100	4651000001	102400 Cash in Bank - Depository Account		30335
AR Deposit	Credit	AR	(12,000.00)	46500	10100	4651000001	122001 Federal Receivable - Direct		30335
Allocations	Debit	GL	12,000.00	46500	10100	4651000001	101005 Cash in Bank - Treasury Bank		30335
Allocations	Credit	GL	(12,000.00)	46500	10100	4651000001	102400 Cash in Bank - Depository Account		30335

#### Depositing Processing (Treasury Receipts—Revenue Collections and Remittance)

In Exhibit #3, the agency is depositing a Treasury Receipt into their Agency Depository account (BU 46500, Acct 102400) and crediting their revenue collections account (BU 46500, Acct 4XXXXX). An allocation is used to show the transfer of funds to Treasury (off the agency's books) by debiting the Transfer Out account (BU 46500, 750001) and crediting the Agency's Depository Account (BU 46500, Acct 102400). An allocation is also used to enter the revenue collections on Treasury's books (shown below).

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#### Exhibit #3

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Agency Revenue Collections and Remittance</b>									
Direct Journal	Debit	AR	12,000.00	46500	10200	4651000001	102400	Cash in Bank - Depository Account	07001
Direct Journal	Credit	AR	(12,000.00)	46500	10200	4651000001	4XXXXX	Revenue Collections	07001
Allocations	Debit	GL	12,000.00	46500	10200	4651000001	750001	Transfer-Out	07001
Allocations	Credit	GL	(12,000.00)	46500	10200	4651000001	102400	Cash in Bank - Depository Account	07001

Note: The Entry below is the second part of the allocation to Treasury. All Allocation for revenue collections will replace the reporting of revenue collections in ARIS. No manual General Ledger/Accounts Payable entries will be needed.

#### Allocation Entry at Treasury

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
Allocations	Debit	GL	12,000.00	46500	10200	4651000001	101005	Cash in Bank - Treasury	07001
Allocations	Credit	GL	(12,000.00)	46500	10200	4651000001	47001	Transfer-In	07001

#### Local Depository Account

In Exhibit #4, the agency deposits funds into a local depository account due to the locality of the Main Depository bank branches. The agency will record the cash into the Local Depository account (BU 46500, Acct 101060) and credit revenue (BU 46500, Acct 468001) in the AR module. At the bank, funds are swept from the Local Depository account to the Main Depository account on a daily basis. An allocation is made to move funds by debiting the Agency's Cash Account (BU 46500, Acct 101005) and crediting the Local Depository Account (BU 46500, Acct 101060) based on the AR entry.

NOTE: The Sweep/ZBA transactions may include deposits for an entire day. The dollar amount on the Sweep entry may not match the individual deposit in AR.

#### Exhibit #4

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Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Local Depository</b>									
Direct Journal	Debit	AR	1,000.00	46500	10100	4650000001	101060 Cash in Bank - Operating Account SouthTrust1		60001
Direct Journal	Credit	AR	(1,000.00)	46500	10100	4650000001	468001 Other Revenue		60001
Sweep	Debit	CM	1,000.00	46500	99999	49999	102400 Cash in Bank - Depository Account		99999
Sweep	Credit	CM	(1,000.00)	46500	99999	49999	102400 Cash in Bank - Depository Account		99999
Allocations	Debit	GL	1,000.00	46500	10100	4650000001	101005 Cash in Bank - Treasury Bank		60001
Allocations	Credit	GL	(1,000.00)	46500	10100	4650000001	101060 Cash in Bank - Operating Account SouthTrust1		60001

### State Allotment (Receipt of State Allotment)

In Exhibit #5, an automatic entry is created in both Treasury's GL ledger and the Agency's GL ledger for the recording of the quarterly allotment. This entry will be generated upon receipt of the approval in BudgetNet for the Allotment amount. An expense will be debited (BU 48600, Acct 699001) and Treasury's cash will be credited (BU 48600, Acct 101005) on Treasury's books. On the Agency's General Ledger, the Agency's cash will be debited (BU 46500, 101005) and revenue will be credited (BU 46500, Acct 401001). This transaction will occur during an upload process through BudgetNet for the allotments and amendments.

NOTE: No money is transferred to an agency bank account. This is a book transaction to move funds to the Agency Cash Account (101005).

### **Exhibit #5**

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>State Funds Allotment Process-Receipt of Allotment</b>									
GL Entry-BudgetNet	Debit	GL	2,500,000.00	48600	10100	486ALLOT	699001 State Treasury Allotment		01010
GL Entry-BudgetNet	Credit	GL	(2,500,000.00)	48600	10100	486ALLOT	101005 Cash in Bank - Treasury Bank		01010
GL Entry-BudgetNet	Debit	GL	2,500,000.00	46500	10100	465ALLOT	101005 Cash in Bank - Treasury Bank		01000
GL Entry-BudgetNet	Credit	GL	(2,500,000.00)	46500	10100	465ALLOT	401001 State Allotment		01000

### Payables Process (Disbursement)

In Exhibit #6, the agency receives an invoice from the vendor and creates a voucher in Accounts Payable which debits the expense (BU 46500, Acct 615001) and credits the accounts payable (BU 46500, Acct 200001). When the agency is ready to make the payment, Accounts Payable is debited (BU 46500, Acct 200001) and the Treasury Disbursement Account - Operating at Treasury is credited (BU Treasury Bank--49900, Acct 103310). Because the transaction occurs between two Business units, the Inter-unit accounting entry will be automatically created to debit Treasury's Cash account (BU Treasury Bank--49900, Acct 101005) and credit the Agency's Cash account (BU 46500, Acct 101005). This transaction will reduce the Agency's cash balance on (BU 46500, Acct 101005) by this payment.

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#### Exhibit #6

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Payables Processing</b>									
AP ACCRUAL	Debit	AP	2,000.00	46500	10100	4651000001	615001 Repair & Maintenance-		01000
AP ACCRUAL	Credit	AP	(2,000.00)	46500	10100	4651000001	200001 Accounts Payable		01000
AP Disbursement	Debit	AP	2,000.00	46500	10100	4651000001	200001 Accounts Payable		01000
AP Disbursement	Credit	AP	(2,000.00)	Bank-49900	99999	49999	103310 Cash in Bank - Treasury Disbursement Acct - OP		99999
Inter-Unit	Debit	AP	2,000.00	Bank-49900	99999	49999	101005 Cash in Bank - Treasury Bank		99999
Inter-Unit	Credit	AP	(2,000.00)	46500	10100	4651000001	101005 Cash in Bank - Treasury Bank		01000

#### Payroll Process--Disbursement – Withholding (Streamlined – Streamlined)

In Exhibit #7, the agency processes payroll using the same process as they do today. On Streamlined Banking, in order to automatically settle the inter-agency Withholding payments, the Paying Agency will notify the Receiving Agency to set up a receivable. Once the receivable and payable are set up with the same item id and invoice id, the bilateral netting process will process it and automatically settle the payment and create the AR deposit.

Below shows an example of Health Insurance Withholding, the State Withholding is illustrated in another exhibit. The example assumes that both the Department of Pardons and Paroles and the Department of Community Health is on Peoplesoft and on Streamlined Banking.

The entries included in payroll are the withholding payment from the employee and the employer's share of the withholding.

#### Employer's Portion

When labor comes across from payroll, the health insurance expense (BU 46500, Acct 516001) is debited and the Employers Share (BU 46500, Acct 215530) is credited for the portion the employer pays. The Paying Agency (46500) will notify the Receiving Agency (36000) to set up a receivable (invoice id = item id) by debiting the Due From Account (BU 36000, Acct 141001) and crediting SHBP Employer Contributions-State (BU 36000, 466061). After the receivable is created in AR, the nightly bilateral netting process will process the payment by debiting Employers Share (BU 46500, Acct 215530) and crediting the Netting Bank's Cash Account (BU 49900, Acct 101005). Because this creates an inter-unit accounting entry, an automatic entry will be created to balance the entries by debiting the Netting Bank's Cash Account (BU 49900, Acct 101005) and crediting the Paying Agency's Agency Cash Account (BU 46500, Acct 101005). The bilateral netting process will also automatically create the deposit by debiting Netting Bank's Cash Account (BU 49900, Acct 101005) and crediting the Due From Account (BU 36000, Acct 141001). Because this creates an inter-unit accounting entry, an automatic entry will be created to balance the entries by debiting the Receiving Agency's Agency Cash Account (BU 36000, Acct 101005) and crediting the Netting Bank's Cash Account (BU 49900, Acct 101005). The net affect of this entry is a wash in cash from a State perspective and an increase in cash for the Receiving Agency and a decrease in cash for the Paying Agency.

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#### Employee's Portion

The next voucher that comes across from HCM is the payment of the employee portion of withholding. The Clearing account is debited (BU 46500, Acct 196051) and the Withholding account is credited (BU 46500, Acct 215045) to set-up the withholding in the HCM system. The voucher is also being created in AP to set up the payable by debiting the Withholding account (BU 46500, Acct 215045) and crediting the AP Withholding account (BU 46500, Acct 200050). The Paying Agency (46500) will notify the Receiving Agency (36000) to set up a receivable (invoice id = item id) by debiting the Due From Account (BU 36000, Acct 141001) and crediting SHBP Employee Deduction--State (BU 36000, 466062). After the receivable is created in AR, the nightly bilateral netting process will process the payment by debiting AP Withholding account (BU 46500, Acct 200050) and crediting the Netting Bank's Cash Account (BU 49900, Acct 101005). Because this creates an inter-unit accounting entry, an automatic entry will be created to balance the entries by debiting the Netting Bank's Cash Account (BU 49900, Acct 101005) and crediting the Paying Agency's Agency Cash Account (BU 46500, Acct 101005). The bilateral netting process will also automatically create the deposit by debiting Netting Bank's Cash Account (BU 49900, Acct 101005) and crediting the Due From Account (BU 36000, Acct 141001). Because this creates an inter-unit accounting entry, an automatic entry will be created to balance the entries by debiting the Receiving Agency's Agency Cash Account (BU 36000, Acct 101005) and crediting the Netting Bank's Cash Account (BU 49900, Acct 101005). The net affect of this entry is a wash in cash from a State perspective and an increase in cash for the Receiving Agency and a decrease in cash for the Paying Agency.

NOTE: For all inter-agency payments, a receivable is required based on the inter-agency customization in the Financials Upgrade. This customization is based on the inter-agency vendor and account. Based on the expense account, certain accounts will be exempt from this rule. This is an example of one of these situations.

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#### Exhibit # 7

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Payroll Processing GL--Withholdings</b>									
<b>Employer's Portion</b>									
PY Withholding (Labor Distribution) Entry	Debit	HCM/Labor	50,000.00	46500	10100	4651000001	516001	Health Insurance	01000
PY Withholding (Labor Distribution) Entry	Credit	HCM/Labor	(50,000.00)	46500	10100	4651000001	215530	Employers Share	01000
PY Withholding Payment	Debit	AP	50,000.00	46500	10100	4651000001	215530	Employers Share	01000
PY Withholding Payment	Credit	AP	(50,000.00)	Bank-49900	99999	49999	101005	Agency Cash Account	99999
Inter-Unit	Debit	AP	50,000.00	Bank-49900	99999	49999	101005	Agency Cash Account	99999
Inter-Unit	Credit	AP	(50,000.00)	46500	10100	4651000001	101005	Agency Cash Account	01000
AR Receivable	Debit	AR	50,000.00	36000	10100	3601000001	141001	Streamlined Banking Due From Account	01000
AR Receivable	Credit	AR	(50,000.00)	36000	10100	3601000001	466061	SHBP Employer Contributions - State	01000
AR Deposit	Debit	AR	50,000.00	Bank-49900	99999	49999	101005	Agency Cash Account	99999
AR Deposit	Credit	AR	(50,000.00)	36000	99999	49999	141001	Streamlined Banking Due From Account	01000
Inter-Unit	Debit	AR	50,000.00	36000	10100	3601000001	101005	Agency Cash Account	01000
Inter-Unit	Credit	AR	(50,000.00)	Bank-49900	99999	49999	101005	Agency Cash Account	99999
<b>Employee's Portion</b>									
PY Withholding (Labor Distribution) Entry	Debit	HCM/Labor	50,000.00	46500	69999	EE_WH	196051	Clearing Acct-PY Withholdings (Distributed)	06999
PY Withholding (Labor Distribution) Entry	Credit	HCM/Labor	(50,000.00)	46500	69999	EE_WH	215045	Health Insurance - Withholdings	06999
PY Withholding (AP) Entry	Debit	AP	50,000.00	46500	69999	EE_WH	215045	Health Insurance - Withholdings	06999
PY Withholding (AP) Entry	Credit	AP	(50,000.00)	46500	69999	EE_WH	200050	AP-Current Consolidated PY Withholdings	06999
PY Withholding Payment	Debit	AP	50,000.00	46500	69999	EE_WH	200050	AP-Current Consolidated PY Withholdings	06999
PY Withholding Payment	Credit	AP	(50,000.00)	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Disbursement Acct - OP	99999
Inter-Unit	Debit	AP	50,000.00	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank Account	99999
Inter-Unit	Credit	AP	(50,000.00)	46500	69999	EE_WH	101005	Cash in Bank - Treasury Bank Account	06999
AR Receivable	Debit	AR	50,000.00	36000	10100	3601000001	141001	Streamlined Banking Due From Account	01000
AR Receivable	Credit	AR	(50,000.00)	36000	10100	3601000001	466062	SHBP Employee Deduction - State	01000
AR Deposit	Debit	AR	50,000.00	Bank-49900	99999	49999	101005	Agency Cash Account	99999
AR Deposit	Credit	AR	(50,000.00)	36000	99999	49999	141001	Streamlined Banking Due From Account	01000
Inter-Unit	Debit	AR	50,000.00	36000	10100	3601000001	101005	Agency Cash Account	01000
Inter-Unit	Credit	AR	(50,000.00)	Bank-49900	99999	49999	101005	Agency Cash Account	99999

#### Payroll Process--Disbursement--Withholdings (Streamlined – Non-Streamlined)

In Exhibit #8, the agency processes payroll using the same process as they do today. The Paying Agency will create the ACH payment via AP and send the Receiving Agency the deposit information via ARIS (as it is today). The Receiving Agency will use the ARIS report and validate it with the ACH deposit information from the Bank Proprietary. OTFS will no longer send the payment requested through ARIS to the Receiving Agency. NOTE: For Flex, GBA, and GTA payments, the process will continue as-is today. The Paying Agency will apply a wire in AP, send the information in ARIS, and OTFS and the Receiving Agency will record the information accordingly.

Below shows an example of one Agency's payment for Health Insurance Withholding. The State Withholding is illustrated in another exhibit. The example assumes that the Department of Pardons and Paroles is on Streamlined Banking and the Department of Community Health is not on Streamlined Banking.

The entries included in payroll are the withholding payment from the employee and the employer's share of the withholding from employer.

#### Employer's Portion

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When labor comes across from payroll, the health insurance expense (BU 46500, Acct 516001) is debited and the Employers Share (BU 46500, Acct 215530) is credited for the portion the employer pays. When the voucher is paid (apply wire), the payment accounting entry debits the Employers Share (BU 46500, Acct 215530) and credits the General Funds Transfer Bank's Cash Account (General Funds Transfer Bank--49900, Acct 101005). Because the transaction occurs between two Business units, the Inter-unit accounting entry will be automatically created to debit General Funds Transfer Bank's Cash Account (BU Treasury Bank--49900, Acct 101005) and credit the Agency's Cash account (BU 46500, Acct 101005). The payment is sent to the Receiving Agency and deposited on their books by debiting Proprietary Cash (BU 36000, Acct 101001) and crediting Employer Contributions—State (BU 36000, Acct 466061).

#### Employee's Portion

The next voucher that comes across from HCM is the payment of the employee portion of withholding. The Clearing account is debited (BU 46500, Acct 196051) and the Withholding account is credited (BU 46500, Acct 215045) to set-up the withholding in the HCM system. The voucher is also being created in AP to set up the payable by debiting the Withholding account (BU 46500, Acct 215045) and crediting the AP Withholding account (BU 46500, Acct 200050). When the voucher is paid (apply wire), the payment accounting entry debits the AP Withholding account (BU 46500, Acct 200050) and credits the General Funds Transfer Bank's Cash Account (General Funds Transfer Bank--49900, Acct 101005). Because the transaction occurs between two Business units, the Inter-unit accounting entry will be automatically created to debit General Funds Transfer Bank's Cash Account (BU Treasury Bank--49900, Acct 101005) and credit the Agency's Cash account (BU 46500, Acct 101005). The payment is sent to the Receiving Agency and deposited on their books by debiting Proprietary Cash (BU 36000, Acct 101001), and crediting Employee Deduction—State (BU 36000, Acct 466062).

NOTE: For all inter-agency payments, a receivable is required based on the inter-agency customization in the Financials Upgrade. This customization is based on the inter-agency vendor and account. Based on the expense account, certain accounts will be exempt from this rule. This is an example of one of these situations.

#### **Exhibit#8**

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Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Payroll Processing GL--Withholdings (DCH)</b>									
<b>Employer Portion</b>									
PY Withholding (Labor Distribution) Entry	Debit	HCM/Labor	50,000.00	46500	10100	4651000001	516001	Health Insurance	01000
PY Withholding (Labor Distribution) Entry	Credit	HCM/Labor	(50,000.00)	46500	10100	4651000001	215530	Employers Share	01000
PY Withholding Payment	Debit	AP	50,000.00	46500	10100	4651000001	215530	Employers Share	01000
PY Withholding Payment	Credit	AP	(50,000.00)	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Disbursement Acct - OP	99999
Inter-Unit	Debit	AP	50,000.00	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank Account	99999
Inter-Unit	Credit	AP	(50,000.00)	46500	69999	EE_WH	101005	Cash in Bank - Treasury Bank Account	06999
Direct Journal	Debit	AR	50,000.00	36000	10100	3601000001	101001	Cash in Bank - Wachovia (Proprietary)	01000
Direct Journal	Credit	AR	(50,000.00)	36000	10100	3601000001	466061	SHBP Employer Contributions - State	01000
<b>Employee Portion</b>									
PY Withholding (Labor Distribution) Entry	Debit	HCM/Labor	50,000.00	46500	69999	EE_WH	196051	Clearing Acct-PY Withholdings (Distributed)	06999
PY Withholding (Labor Distribution) Entry	Credit	HCM/Labor	(50,000.00)	46500	69999	EE_WH	215045	Health Insurance - Withholdings	06999
PY Withholding (AP) Entry	Debit	AP	50,000.00	46500	69999	EE_WH	215045	Health Insurance - Withholdings	06999
PY Withholding (AP) Entry	Credit	AP	(50,000.00)	46500	69999	EE_WH	200050	AP-Current Consolidated PY Withholdings	06999
PY Withholding Payment	Debit	AP	50,000.00	46500	69999	EE_WH	200050	AP-Current Consolidated PY Withholdings	06999
PY Withholding Payment	Credit	AP	(50,000.00)	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Disbursement Acct - OP	99999
Inter-Unit	Credit	AP	(50,000.00)	46500	69999	EE_WH	101005	Cash in Bank - Treasury Bank Account	06999
Inter-Unit	Debit	AP	50,000.00	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank Account	99999
Direct Journal	Debit	AR	50,000.00	36000	10100	3601000001	101001	Cash in Bank - Wachovia (Proprietary)	06999
Direct Journal	Credit	AR	(50,000.00)	36000	10100	3601000001	466062	SHBP Employee Deduction - State	06999

### Payroll Processing GL -- State Taxes -- Withholdings (Streamlined to Streamlined)

In Exhibit #9, the agency processes payroll using the same process as they do today. The Accounts Payable voucher will be created for the Paying Agency (as it is today). The payment will be generated in AP as a wire and no money will be transferred. The Paying Agency will send the Receiving Agency the deposit information via ARIS (as it is today). OTFS will no longer send the payment requested through ARIS to the Receiving Agency. The Receiving Agency will review ARIS for information and record a direct journal. An allocation will be used to automatically transfer the revenue and cash off of the Department of Revenue's books to OTFS's books. OTFS will use the Revenue report to view the revenue collections information.

One of the entries from payroll is the state withholding payment. In this particular withholding account, the funds are remitted to OTFS as revenue collections. When the voucher comes across from HCM, the Clearing account is debited (BU 46500, Acct 196051) and the State Withholding account is credited (BU 46500, Acct 215028) to set-up the withholding from the HCM system. The voucher is also being created in AP to set up the payable by debiting the Withholding account (BU 46500, Acct 215028) and crediting the AP Withholding account (BU 46500, Acct 200050). When the voucher is paid (apply wire), the AP Withholding account is debited (BU 46500, Acct 200050) and General Funds Transfer Bank's Cash Account is credited (BU 49900, Acct 101005) through an AP Wire payment. Because the transaction occurs between two Business units, the Inter-unit accounting entry will be automatically created to debit General Funds Transfer Bank's Cash Account (BU Treasury Bank--49900, Acct 101005) and credit the Agency's Cash account (BU 46500, Acct 101005). The payment information is sent to the Department of Revenue via ARIS and a direct journal is created by debiting General Funds Transfer Bank's Cash Account

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(BU 49900, Acct 101005) and crediting the Income Tax—Withholdings account (BU 47400, 415200). Because the transaction occurs between two Business units, the Inter-unit accounting entry will be automatically created to debit the Agency's Cash account (BU 47400, Acct 101005) and credit the General Funds Transfer Bank's Cash Account (BU Treasury Bank--49900, Acct 101005). An allocation will be created based off the AR transaction to move the funds from the Department of Revenue to Treasury. This entry will credit the Agency Cash (BU 47400, Acct 101005) and debit the Transfer Out account (BU 47400, Acct 750001) to show the transfer. The Treasury receipt entry will credit the Transfer In account (BU 48600, Acct 471002) and debit Treasury's Agency Cash (BU 48600, 101005) to show the transfer in. The OTFS Revenue Report will be used to state any revenue remittance to OTFS.

NOTE: For all agencies not on Streamlined banking (Streamlined – Non-Streamlined and Non-Streamlined to Streamlined), the current process will be used for State Revenue Collections. ARIS will continue to be used for these transactions.

NOTE: For all inter-agency payments, a receivable is required based on the inter-agency customization in the Financials Upgrade. This customization is based on the inter-agency vendor and account. Based on the expense account, certain accounts will be exempt from this rule. This is an example of one of these situations.

#### Exhibit #9

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Payroll Processing GL--Withholdings (State Revenue Collections)</b>									
<b>--Labor to AP payment, Allocation to create Treasury entries</b>									
PY Withholding (Labor Distribution) Entry	Debit	HCM/Labor	50,000.00	46500	69999	EE_WH	196051	Clearing Acct-PY Withholdings (Distributed)	06999
PY Withholding (Labor Distribution) Entry	Credit	HCM/Labor	(50,000.00)	46500	69999	EE_WH	215028	State Tax Withholdings	06999
PY Withholding (AP) Entry	Debit	HCM to AP	50,000.00	46500	69999	EE_WH	215028	State Tax Withholdings	06999
PY Withholding (AP) Entry	Credit	HCM to AP	(50,000.00)	46500	69999	EE_WH	200050	AP-Current Consolidated PY Withholdings	06999
PY Withholding Payment	Debit	AP	50,000.00	46500	69999	EE_WH	200050	AP-Current Consolidated PY Withholdings	06999
PY Withholding Payment	Credit	AP	(50,000.00)	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank	99999
Inter-Unit	Debit	AP	50,000.00	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank Account	99999
Inter-Unit	Credit	AP	(50,000.00)	46500	69999	EE_WH	101005	Cash in Bank - Treasury Bank Account	06999
Deposit/Direct Journal	Debit	AR	50,000.00	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank	99999
Deposit/Direct Journal	Credit	AR	(50,000.00)	47400	10200	47410000001	415200	Income Tax - Individual Withholdings	06999
Inter-Unit	Debit	AR	50,000.00	47400	10200	47410000001	101005	Cash in Bank - Treasury Bank Account	06999
Inter-Unit	Credit	AR	(50,000.00)	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank Account	99999
Allocations	Debit	GL	50,000.00	47400	10200	47410000001	750001	Transfer-Out	06999
Allocations	Credit	GL	(50,000.00)	47400	10200	47410000001	101005	Cash in Bank - Treasury Bank	06999
<b>Allocation at Treasury</b>									
Allocations	Debit	GL	50,000.00	48600	10200	48610000001	101005	Cash in Bank - Treasury	06999
Allocations	Credit	GL	(50,000.00)	48600	10200	48610000001	471002	Transfer-In	06999

#### Payroll Process (Disbursement)—Net Pay

In Exhibit #10, the agency processes payroll using the same process as they do today. The second entry from payroll is the actual payment to the employee. When the information comes over from Labor distribution to Financials General Ledger, the salary expense is debited (BU 46500, Acct 510001) and the clearing account is credited (BU 46500, Acct 196050) in addition to Treasury's Disbursement Account -

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PY (BU Treasury Bank--49900, Acct 103320) to total the amount of the Expense. Because the transaction occurs between two Business units, the Inter-unit accounting entry will be automatically created to debit Treasury's Cash account (BU Treasury Bank--49900, Acct 101005) and credit the Agency's Cash account (BU 46500, Acct 101005). This transaction will reduce the Agency's cash balance on the Agency's Cash Account (BU 46500, Acct 101005) by this payment.

#### Exhibit #10

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Payroll Processing GL--Net Pay</b>									
PY Disbursement	Credit	HCM/Labor	(50,000.00)	Bank-49900	99999	49999	103320	Cash in Bank - Treasury Disbursement Acct -PY	99999
PY Disbursement	Credit	HCM/Labor	(50,000.00)	46500	10100	4650000107	196050	Clearing Acct-PY Withholdings (Undistributed)	01000
PY Disbursement	Debit	HCM/Labor	100,000.00	46500	10100	4650000107	510001	Regular Salaries	01000
Inter-Unit	Credit	GL	(50,000.00)	46500	10100	4650000107	101005	Cash in Bank - Treasury Bank	01000
Inter-Unit	Debit	GL	50,000.00	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank	99999

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#### GF1 Entries (LGIP Funds)—Receipt of Funds

In Exhibit #11, the Agency will communicate to Treasury by telephone communication (IPAS) or email for the incoming contribution to their Georgia Fund 1 accounts. The Agency deposits the funds in their Depository Account by debiting the Agency Depository Account (BU 46500, Acct 102400) and crediting Forfeitures (BU 46500, Acct 452001) in the AR module. An allocation is added to move the funds from the Agency's Depository Account (BU 46500, Acct 102400) to the Agency's Cash Account (BU 46500, Acct 101005). The agency will make a GL Book transfer entry to move the funds from their Agency Cash account (BU 46500, Account 101005) to the cash equivalent-investment account (BU 46500, Account 106001).

#### **Exhibit #11**

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Georgia Fund 1 (LGIP Funds—Receipt of Funds)</b>									
Direct Journal	Debit	AR	100,000.00	46500	10100	46500000001	102400	Cash in Bank - Depository Account	45029
Direct Journal	Credit	AR	(100,000.00)	46500	10100	46500000001	452001	Forfeitures	45029
Allocations	Debit	GL	100,000.00	46500	10100	46500000001	101005	Cash in Bank - Treasury Bank	45029
Allocations	Credit	GL	(100,000.00)	46500	10100	46500000001	102400	Cash in Bank - Depository Account	45029
<b>Book Transfer</b>									
Record Receipt of Funds	Debit	GL	100,000.00	46500	10100	46500000001	106001	Cash Equivalent - Pooled OTFS	45029
Record Receipt of Funds	Credit	GL	(100,000.00)	46500	10100	46500000001	101005	Cash in Bank - Treasury Bank	45029

#### GF1 Entries (LGIP Funds)—Withdrawal

In Exhibit #12, when the Agency wants to withdraw funds from their LGIP account, they will communicate with Treasury through IPAS or email to request funds from their GF1 account. The agency will review IPAS for confirmation of the withdrawal and then make a GL Book transfer to increase the Agency's cash (BU 46500, Account 101005) and decrease the Cash Equivalent Account (BU 46500, Account 106001).

#### **Exhibit #12**

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Georgia Fund 1 (LGIP Funds—Withdrawal)</b>									
Record Withdrawal of Funds	Debit	GL/AR	50,000.00	46500	10100	46500000001	101005	Cash in Bank - Treasury Bank	45029
Record Withdrawal of Funds	Credit	GL/AR	(50,000.00)	46500	10100	46500000001	106001	Cash Equivalent - Pooled OTFS	45029

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#### GF1 Entries (LGIP Funds--Interest)

In Exhibit #13, the Agency will record interest on a monthly basis from the statement received from OTFS for investments. A GL or AR entry would be made to debit cash in the Investment Account—Cash Equivalent (BU 46500, Acct 106001) and credit the Agency's revenue interest earned account (BU 46500, Acct 461050) on a monthly basis.

#### **Exhibit #13**

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Georgia Fund 1 (Interest)</b>									
Record Interest from LGIP Account	Debit	GL/AR	10,000.00	46500	10100	4650000001	106001	Cash Equivalent - Pooled OTFS	45029
Record Interest from LGIP Account	Credit	GL/AR	(10,000.00)	46500	10100	4650000001	461050	Interest Revenue	45029

#### Inter-Agency Disbursements (Manual or Bilateral Netting)

In Exhibit #14, an agency owes another agency for payment of services. Both of the agencies are on Streamlined Banking. Agency #1 creates and sends the billing to Agency #2 by either creating a bill from Billing (which creates the receivable and voucher) or setting up a Due from agency receivable in the AR module. The receivable transaction debits the Due from Agency (BU 40300, Acct 141001) and credits revenue (BU 40300, Acct 441337). Agency #2 payable is created (either through Billing or manually) by debiting Expense (BU 46500, Acct 614003) and crediting Due to Agency (BU 46500, Acct 231001). When agency #2 pays the voucher through Pay Cycle, the Due to Agency is debited (BU 46500, Acct 231001) and Treasury's Cash Account is credited (BU Treasury Bank--49900, Acct 101005). Because the transaction occurs between two Business units, the Inter-unit accounting entry will be automatically created to debit Treasury's Cash account (BU Treasury Bank--49900, Acct 101005) and credit the Agency's Cash account (BU 46500, Acct 101005). This transaction will reduce the Agency's cash balance (BU 46500, Acct 101005) by this payment. When the Bilateral Netting process is run, the inter-agency deposit is automatically created to settle the receivable. The process creates a deposit on Agency #1's books by debiting the Agency's cash account (BU Treasury Bank--49900, Acct 101005) and crediting the Due from Agency (BU 40300, Acct 141001). Because the transaction occurs between two Business units, the Inter-unit accounting entry will be automatically created to debit the Agency's Cash account (BU 40300, Acct 101005) and credit Treasury's Cash account (BU Treasury Bank--49900, Acct 101005). This transaction will increase the Agency's cash balance (BU 40300, Acct 101005).

NOTE: For all inter-agency payments, a receivable is required based on the inter-agency customization in the Financials Upgrade. This customization is based on the inter-agency vendor and account.

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#### Exhibit #14

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Inter-Agency Transaction - Manual/Billing/Bi-Lateral Netting (Same Transactions)</b>									
<b>-No GF1 transfers, no physical money movement (EFT/ACH)</b>									
AR Receivable	Debit	AR	500.00	40300	10100	4030000001	141001	Due From Other Funds	60002
AR Receivable	Credit	AR	(500.00)	40300	10100	4030000001	441337	Sales & Service -DOAS- Printing & Rapid Copy	60002
AR Deposit	Debit	AR	500.00	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank	99999
AR Deposit	Credit	AR	(500.00)	40300	10100	4030000001	141001	Due From Other Funds	60002
Inter-Unit	Debit	AP	500.00	40300	10100	4030000001	101005	Cash in Bank - Treasury Bank	60002
Inter-Unit	Credit	AP	(500.00)	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank	99999
AP Accrual	Debit	AP	500.00	46500	10100	4650000001	614003	Supplies & Materials - Office Supplies	01000
AP Accrual	Credit	AP	(500.00)	46500	10100	4650000001	231001	Due to Other Funds	01000
AP Disbursement	Debit	AP	500.00	46500	10100	4650000001	231001	Due to Other Funds	01000
AP Disbursement	Credit	AP	(500.00)	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank	99999
Inter-Unit	Debit	AP	500.00	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank	99999
Inter-Unit	Credit	AP	(500.00)	46500	10100	4650000001	101005	Cash in Bank - Treasury Bank	01000

#### **Inter-Agency Transaction – Streamlined (Paying Agency) to Non-Streamlined (Receiving Agency) ACH Payment (excluding GTA/GBA/FLEX)**

In Exhibit #15, an Agency on Streamlined Banking (Agency #1) owes another agency not on Streamlined Banking (Agency #2) for payment of services. Both agencies are on PeopleSoft. Agency #2 creates and sends the billing to Agency #1 by setting up a Due from agency receivable in the AR module. The receivable transaction debits the Due from Agency (BU 46700, Acct 140001) and credits revenue (BU 46700, Acct 441017). Agency #1 creates a manual voucher by debiting Expense (BU 46500, Acct 614003) and crediting Due to Agency (BU 46500, Acct 230001). When agency #1 pays the voucher through Pay Cycle, the Due to Agency is debited (BU 46500, Acct 230001) and the Main Disbursement Account is credited (BU Treasury Bank--49900, Acct 103310). Because the transaction occurs between two Business units, the Inter-unit accounting entry will be automatically created to debit Treasury's Cash account (BU Treasury Bank--49900, Acct 101005) and credit the Agency's Cash account (BU 46500, Acct 101005). This transaction will reduce the Agency's cash balance (BU 46500, Acct 101005) by this payment. Agency #2 receives the funds through an ACH payment sent from the Main Disbursement Account to Agency #2 proprietary bank account. Agency #2 will record the receipt of funds by crediting Due from Other funds (BU 46700, 140001) and debiting Proprietary cash Account (BU 46700, 101161).

NOTE: For all inter-agency payments, a receivable is required based on the inter-agency customization in the Financials Upgrade. This customization is based on the inter-agency vendor and account.

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### Streamlined Banking Accounting Entries Conference Room Pilot

#### Exhibit #15

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Inter-Agency Transaction - Streamlined (Paying Agency) to Non-Streamlined (Receiving Agency) ACH Payment in AP</b>									
<b>-No EFT entries.</b>									
AR Receivable	Debit	AR	500.00	46700	10100	4670000001	140001	Due from Other funds	01000
AR Receivable	Credit	AR	(500.00)	46700	10100	4670000001	441017	Sales & Service - Miscellaneous	01000
AR Deposit	Debit	AR	500.00	46700	10100	4670000001	101161	Cash in Bank - Columbus Bank & Trust	01000
AR Deposit	Credit	AR	(500.00)	46700	10100	4670000001	140001	Due from Other funds	01000
AP Accrual	Debit	AP	500.00	46500	10100	4650000001	614003	Supplies & Materials - Office Supplies	01000
AP Accrual	Credit	AP	(500.00)	46500	10100	4650000001	230001	Due to Other Funds	01000
AP Disbursement	Debit	AP	500.00	46500	10100	4650000001	230001	Due to Other Funds	01000
AP Disbursement	Credit	AP	(500.00)	Bank-49900	99999	49999	103310	Cash in Bank - Treasury Disbursement Acct - OP	99999
Inter-Unit	Debit	AP	500.00	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank	99999
Inter-Unit	Credit	AP	(500.00)	46500	10100	4650000001	101005	Cash in Bank - Treasury Bank	01000

#### **Inter-Agency Transaction – Streamlined (Paying Agency) to Non-Streamlined (Receiving Agency) Georgia Fund 1 Account (Not on PS)**

In Exhibit #16, an Agency on Streamlined Banking (Agency #1) owes another agency not on Streamlined Banking (Agency #2) for payment of services. The paying agency is on PeopleSoft and the receiving agency is not on PS but funds are deposited from Treasury into their Georgia Fund One Account (FLEX/GBA). Agency #1 creates a manual voucher by debiting Expense—Repair & Maintenance (BU 46500, Acct 615001) and crediting Due to Other Funds (BU 46500, Acct 230001). Agency #1 will go into the voucher and apply a wire payment by debiting the Due to Agency (BU 46500, Acct 230001) and crediting the General Funds Transfer Bank's Cash Account (BU 49900, Acct 101005). Because the transaction occurs between two Business units, the Inter-unit accounting entry will be automatically created to debit General Funds Transfer Bank's Cash Account (BU Treasury Bank--49900, Acct 101005) and credit the Agency's Cash account (BU 46500, Acct 101005). Agency #1 will continue to go through ARIS to make the payment for these agencies not on Streamlined Banking. Treasury will then transfer the funds from the Agency #1's cash account to the LGIP account on their books.

The receiving Agency (#2) will review IPAS for the GF1 deposit and record the deposit in their external system.

NOTE: For all inter-agency payments, a receivable is required based on the inter-agency customization in the Financials Upgrade. This customization is based on the inter-agency vendor and account. The below diagram does not show a receivable because the Receiving Agency is not on Peoplesoft.

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#### Exhibit #16

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Inter-Agency Transaction - Streamlined (Paying Agency) to Non-Streamlined (GF1)(Receiving Agency)—GBA</b>									
—AP payment in Peoplesoft, ARIS interface to generate Treasury entries. NO EFT entries.									
AP ACCRUAL	Debit	AP	2,000.00	46500	10100	4651000001	615001	Repair & Maintenance	01000
AP ACCRUAL	Credit	AP	(2,000.00)	46500	10100	4651000001	230001	Due to Other Funds	01000
AP Disbursement	Debit	AP	2,000.00	46500	10100	4651000001	230001	Due to Other Funds	01000
AP Disbursement	Credit	AP	(2,000.00)	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank	99999
Inter-Unit	Debit	AP	2,000.00	Bank-49900	99999	49999	101005	Cash in Bank - Treasury Bank	99999
Inter-Unit	Credit	AP	(2,000.00)	46500	10100	4650000001	101005	Cash in Bank - Treasury Bank	01000
Direct Journal	Debit	External	2,000.00	90000	xx	xxxx	1xxxxx	Cash	XXXXX
Direct Journal	Credit	External	(2,000.00)	90000	xx	xxxx	4xxxxx	Revenue	XXXXX

#### Inter-Agency Transaction – Non-Streamlined (Paying Agency) to Streamlined (Receiving Agency) ACH Payment

In Exhibit #17, a Non-Streamlined Banking Agency (Agency #1) owes another agency on Streamlined Banking (Agency #2) for payment of services. Both agencies are on PeopleSoft. Agency #2 creates and sends the billing to Agency #1 by setting up a Due from agency receivable in the AR module. The receiving agency (Agency #2) debits the Due from Agency (BU 46500, Acct 140001) and credits revenue (BU 46500, Acct 468001). Agency #1 creates a manual voucher by debiting Expense (BU 42700, Acct 614003) and crediting Due to Agency (BU 42700, Acct 230001). When agency #1 pays the voucher through Pay Cycle, the Due to Agency is debited (BU 42700, Acct 230001) and the Agency proprietary cash account is credited (BU 42700, Acct 101001). Agency #2 receives the funds from the agency not on Streamlined Banking through an ACH payment. The funds are then deposited into Agency's #1 Main Agency Depository account. The Main Depository cash account is debited (BU 46500, Acct 102400) and the Due from Agency account is credited (BU 46500, Acct 140001) in the AR module. An allocation is created to debit the Agency's #1 cash account (BU 46500, Acct 101005) and credit Agency's #1 Main Agency Depository account (BU 46500, Acct 102400).

NOTE: If the Paying Agency is not on PeopleSoft, the accrual and payment will be recorded in an external system.

NOTE: For all inter-agency payments, a receivable is required based on the inter-agency customization in the Financials Upgrade. This customization is based on the inter-agency vendor and account.

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#### Exhibit #17

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Inter-Agency Transaction - Non-Streamlined (Paying Agency) to Streamlined (Receiving Agency) ACH Payment</b>									
AP Accrual	Debit	AP	500.00	42700	10100	4270000001	614003	Supplies & Materials - Office Supplies	01000
AP Accrual	Credit	AP	(500.00)	42700	10100	4270000001	230001	Due to Other Funds	01000
AP Disbursement	Debit	AP	500.00	42700	10100	4270000001	230001	Due to Other Funds	01000
AP Disbursement	Credit	AP	(500.00)	42700	10100	4270000001	101001	Cash in Bank - Operating Account Wachovia1	01000
AR Receivable	Debit	AR	500.00	46500	10100	4651000001	140001	Due from other funds	60001
AR Receivable	Credit	AR	(500.00)	46500	10100	4651000001	468001	Other revenue	60001
AR Deposit	Debit	AR	500.00	46500	10100	4651000001	102400	Cash in Bank - Depository Account	60001
AR Deposit	Credit	AR	(500.00)	46500	10100	4651000001	140001	Due from other funds	60001
Allocations	Debit	GL	500.00	46500	10100	4651000001	101005	Cash in Bank - Treasury Bank	60001
Allocations	Credit	GL	(500.00)	46500	10100	4651000001	102400	Cash in Bank - Depository Account	60001

#### Inter-Agency Transaction – Non-Streamlined (Paying Agency) to Streamlined (Receiving Agency) Georgia Fund 1 Account

In Exhibit #18, a Non-Streamlined Banking Agency (Agency #1) owes another agency on Streamlined Banking (Agency #2) for payment of services (GTA). Both agencies are on PeopleSoft. The receiving agency enters the receivable in Peoplesoft by debiting Due From (BU 98000, Acct 140001) and crediting Revenue (BU 98000, Acct 441334) and sends the bill to the Paying Agency. The Paying Agency enters a voucher by debiting Repairs & Maintenance Expense (BU 42700, Acct 615011) and crediting Due To Other Agency (BU 42700, Acct 230001). When agency #1 pays the voucher by applying a wire through Pay Cycle, the Due to Other Agency is debited (BU 42700, Acct 230001) and the Agency's Clearing Account-General Funds Transfer account is credited (BU 42700, Acct 196119). Agency #1 will go into ARIS to enter payment for GTA's Georgia Fund 1 account. The Receiving Agency will review IPAS for the GF1 deposits. The Receiving Agency will enter a deposit into Peoplesoft by debiting the Main Depository Cash (BU 98000, Acct 102400) and crediting the Due From (BU 98000, Acct 140001). An allocation is created to debit the Agency #2's cash account (BU 98000, Acct 101005) and credit the Agency #2's Main Agency Depository account (BU 98000, Acct 102400).

The Receiving Agency must manually re-class to put funds into their investment account. This entry will be a manual GL or AR entry to debit the Investment Account (BU 98000, Acct 106001) and credit the Agency Cash Account (BU 98000, Acct 101005).

NOTE: For all inter-agency payments, a receivable is required based on the inter-agency customization in the Financials Upgrade. This customization is based on the inter-agency vendor and account.

NOTE: The clearing account is used in this situation because the Non-Streamlined agency is conducting business as they do today. This is an example of a General Funds transfer inter-agency transaction.

## Streamlined Banking Implementation

### Streamlined Banking Accounting Entries Conference Room Pilot

#### Exhibit #18

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Inter-Agency Transaction - Non-Streamlined (Paying Agency) to Streamlined (Receiving Agency) GF1 Account--GTA</b>									
AP Accrual	Debit	AP	500.00	42700	10100	4270000001	615011	Repair & Maintenance - Telecom Service	01000
AP Accrual	Credit	AP	(500.00)	42700	10100	4270000001	230001	Due to Other Funds	01000
AP Disbursement	Debit	AP	500.00	42700	10100	4270000001	230001	Due to Other Funds	01000
AP Disbursement	Credit	AP	(500.00)	42700	10100	4270000001	196119	Clearing Account -GFT	01000
AR Receivable	Debit	AR	500.00	98000	30000	9809600	140001	Due from other funds	60001
AR Receivable	Credit	AR	(500.00)	98000	30000	9809600	441334	Sales & Service GTA communications	60001
AR Deposit	Debit	AR	500.00	98000	30000	9809600	102400	Cash in Bank - Depository Account	60001
AR Deposit	Credit	AR	(500.00)	98000	30000	9809600	140001	Due from other funds	60001
Allocations	Credit	GL	500.00	98000	30000	9809600	101005	Agency Cash Account	60001
Allocations	Debit	GL	(500.00)	98000	30000	9809600	102400	Cash in Bank - Depository Account	60001
<b>Incoming GF1 Funds from Treasury</b>									
Record Receipt of Funds	Debit	GL	500.00	98000	30000	9809600	106001	Cash Equivalent - Pooled OTFS	60001
Record Receipt of Funds	Credit	GL	(500.00)	98000	30000	9809600	101005	Agency Cash Account	60001

#### Inter-Agency Transaction – AP-Initiated Transactions--Streamlined (Paying Agency) to Non-Streamlined (Receiving Agency)

In Exhibit #19, an Agency on Streamlined Banking (Agency #1) owes another agency not on Streamlined Banking (Agency #2) for payment of miscellaneous services (conferences, lunches, etc.). Both agencies are on PeopleSoft. Agency #1 notifies Agency #2 of the payment information for Agency #2 to enter a Receivable. Agency #2 enters a Receivable by debiting Due From (BU 40300, Acct 140001) and crediting Sales & Services—Recycling (BU 40300, Acct 441013). Upon creation of the receivable, Agency #1 creates a manual voucher by debiting Expense (BU 46500, Acct 627023) and crediting Due to Agency (BU 46500, Acct 230001). When agency #1 pays the voucher through Pay Cycle, the Due to Agency is debited (BU 46500, Acct 230001) and the Main Disbursement Account is credited (BU Treasury Bank--49900, Acct 103310). Because the transaction occurs between two Business units, the Inter-unit accounting entry will be automatically created to debit Treasury's Agency Cash account (BU Treasury Bank--49900, Acct 101005) and credit the Agency's Cash account (BU 46500, Acct 101005). This transaction will reduce the Agency's cash balance on (BU 46500, Acct 101005) by this payment. Agency #2 receives the funds through an ACH payment sent from the Main Disbursement Account to Agency #2 proprietary bank account. Agency #2 will enter a deposit by debiting Cash (BU 40300, 101001) in the Proprietary cash account and crediting Due From (BU 40300, Acct 140001).

NOTE: For all inter-agency payments, a receivable is required based on the inter-agency customization in the Financials Upgrade. This customization is based on the inter-agency vendor and account.

## Streamlined Banking Implementation

### Streamlined Banking Accounting Entries Conference Room Pilot

#### Exhibit #19

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Inter-Agency Transaction - Streamlined (Paying Agency) to Non-Streamlined (Receiving Agency) AP Initiated</b>									
<b>-No EFT entries.</b>									
AR Receivable	Debit	AR	500.00	40300	10100	4030000001	140001	Due From Other Funds	60002
AR Receivable	Credit	AR	(500.00)	40300	10100	4030000001	441013	Sales & Services - Recycling	60002
AP Accrual	Debit	AP	500.00	46500	10100	4650000001	627023	Other Operating Expense - Garbage collections	01000
AP Accrual	Credit	AP	(500.00)	46500	10100	4650000001	230001	Due to Other Funds	01000
AP Disbursement	Debit	AP	500.00	46500	10100	4650000001	230001	Due to Other Funds	01000
AP Disbursement	Credit	AP	(500.00)	Bank-49900	99999	49999	103310	Cash in Bank - Treasury Disbursement Acct - OP	99999
Inter-Unit	Debit	AP	500.00	Bank-49900	99999	49999	101005	Agency Cash	99999
Inter-Unit	Credit	AP	(500.00)	46500	10100	4650000001	101005	Agency Cash	01000
AR Deposit	Debit	AR	500.00	40300	10100	4030000001	101001	Cash in Bank - Wachovia	60002
AR Deposit	Credit	AR	(500.00)	40300	10100	4030000001	140001	Due From Other Funds	60002

#### Depositing Processing (Treasury Receipts—Revenue Collections and Remittance)—Local Depository Account

In Exhibit #20, the agency deposits funds into a local depository account due to the locality of the Main Depository bank branches. The agency will record the cash into the Local Depository account (BU 46500, Acct 101060) and credit revenue (BU 46500, Acct 468001) in the AR module. At the bank, funds are swept from the Local Depository account to the Main Depository account on a daily basis. Since these funds are designated as revenue collections, an allocation is made to show the transfer of funds to Treasury (off the agency's books) by debiting the Transfer Out account (BU 46500, 750001) and crediting the Local Depository Account (BU 46500, Acct 101060) based on the AR entry. A 2<sup>nd</sup> allocation is also used to enter the revenue collections on Treasury's books (shown below).

NOTE: The Sweep/ZBA transactions may include deposits for an entire day. The dollar amount on the Sweep entry may not match the individual deposit in AR.

#### Exhibit #20

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Local Depository</b>									
Direct Journal	Debit	AR	1,000.00	46500	10200	4650000001	101060	Cash in Bank - Operating Account SouthTrust1	60001
Direct Journal	Credit	AR	(1,000.00)	46500	10200	4650000001	468001	Other Revenue	60001
Sweep	Debit	CM	1,000.00	46500	99999	49999	102400	Cash in Bank - Depository Account	99999
Sweep	Credit	CM	(1,000.00)	46500	99999	49999	102400	Cash in Bank - Depository Account	99999
Allocations	Debit	GL	1,000.00	46500	10200	4650000001	750001	Transfer - Out	60001
Allocations	Credit	GL	(1,000.00)	46500	10200	4650000001	101060	Cash in Bank - Operating Account SouthTrust1	60001
<b>Allocation at Treasury</b>									
Allocations	Debit	GL	1,000.00	48600	10200	4861000001	101005	Cash in Bank - Treasury	06999
Allocations	Credit	GL	(1,000.00)	48600	10200	4861000001	471002	Transfer-In	06999

#### Payables Process (Disbursement)---Revenue Collections

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In Exhibit #21, the agency receives an invoice or receives a request for a refund from the vendor and creates a voucher in Accounts Payable against Revenue Collections. This entry will debit the expense (BU 46500, Acct 6XXXXX) and credits the accounts payable (BU 46500, Acct 200001). When the agency is ready to make the payment, Accounts Payable is debited (BU 46500, Acct 200001) and the Treasury Disbursement Account - Operating at Treasury is credited (BU Treasury Bank--49900, Acct 103310). Because the transaction occurs between two Business units, the Inter-unit accounting entry will be automatically created to debit Treasury's Cash account (BU Treasury Bank--49900, Acct 101005) and credit the Agency's Cash account (BU 46500, Acct 101005). Since these funds are designated as revenue collection refunds/payments, an allocation will be used to transfer the funds to Treasury (off the agency's books) by debiting the Agency's Cash account (BU 46500, Acct 101005) and crediting the Transfer Out account (BU 46500, 750001) based on the AP payment entry. A 2<sup>nd</sup> allocation will be used to enter the revenue collection refunds/payments on Treasury's books (shown below) by debiting the Transfer In account (BU 48600, Acct 471001) and crediting Treasury's Agency Cash (BU 48600, Acct 101005).

NOTE: ZBA entries are occurring at the same time on Treasury's Bank books (BU 49900) to balance the disbursement account and the Bank's Agency cash account (101005).

#### Exhibit #21

Transaction Type	Acctg Entry	Module	Amount	Business Unit	Fund	Department	GL Account	Acct Description	Funding Source
<b>Payables Processing--Revenue Collections</b>									
AP ACCRUAL	Debit	AP	2,000.00	46500	10200	4651000001	6XXXXX Expense		07001
AP ACCRUAL	Credit	AP	(2,000.00)	46500	10200	4651000001	200001 Accounts Payable		07001
AP Disbursement	Debit	AP	2,000.00	46500	10200	4651000001	200001 Accounts Payable		07001
AP Disbursement	Credit	AP	(2,000.00)	Bank-49900	99999	49999	103310 Cash in Bank - Treasury Disbursement Acct - OP		99999
Inter-Unit	Debit	AP	2,000.00	Bank-49900	99999	49999	101005 Agency Cash		99999
Inter-Unit	Credit	AP	(2,000.00)	46500	10200	4651000001	101005 Agency Cash		07001
Allocation	Debit	GL	2,000.00	46500	10200	4650000001	101005 Agency Cash		07001
Allocation	Credit	GL	(2,000.00)	46500	10200	4650000001	750001 Transfer - Out		07001
<b>Allocation at Treasury</b>									
Allocation	Debit	GL	2,000.00	48600	10200	4861000001	471002 Transfer - In		06999
Allocation	Credit	GL	(2,000.00)	48600	10200	4861000001	101005 Agency Cash		06999

## Streamlined Banking Implementation

### Streamlined Banking Accounting Entries Conference Room Pilot

#### 4.0 CRP SUMMARY FINDINGS

- GL Allocations process -- In the Agency CRP session, a question was asked about when the allocations process was run. This could be a timing issue especially with local bank deposits.

The GL Allocations process is run automatically at night based on AR entry. Adjustments will also be picked up. On the bank perspective, ZBA entry will be created off the BAI file. A business process will need to be developed emphasizing daily deposits or as soon as possible to avoid timing issues.

- Depositing Processing (Non-Treasury Receipts) – In the Agency CRP session, a question was asked about credit adjustments.

Credit adjustments will need to be made in AR in order for the system to work properly. The Allocations process will pick up adjustments. For revenue collections payments/refunds, see the added process in the document—Exhibit 21.

SAO will need to develop a policy and procedure.

- Local Depository Sweeps – In the Agency CRP session, a question was asked concerning how the local depository sweeps will be handled. Also how will sweep know where money needs to go if not yet booked?

The RFP addressed the issue with local depository sweeps. The bank awarded the contract will have to work with local depository banks.

Kim also explained in the session, that they did not want to hit the agency cash until entry created in AR so you would always have balanced books from an agency perspective.

- In the Agency CRP session, a question was brought up concerning deposits that involve counterfeit money (e.g., sweep amount could be different).

Any counterfeit deposits will be a reconciling issue. An AR entry may be created if an adjustment is needed. The Allocations process will not occur until entry on books (AR).

- Allotment – In the Agency CRP session, a question was asked concerning Budget Net. How will the system know the difference between state, federal, etc?

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BudgetNet has the information. The BudgetNet interface will only book the State allotment entries.

- Allotment -- In the Agency CRP session, SAO asked the agencies if they could standardize the account and department for the allotment entries.

SAO is looking to use a standardized dept number like XXXALLOT (i.e., 403ALLOT) for each agency under Streamlined Banking. Each agency will be notified and SAO will add to their tree structure. Agencies will not need to make a request. Account and department will be finalized in the Design Phase.

In the CRP session, the agencies stated that a standardized department and account would be ok.

- ACH rejects – In the Agency CRP session, a question was asked concerning how agencies will know if an ACH is rejected.

The ACH rejections will be resolved during the bank reconciliation process. SAO will reconcile the main disbursement accounts. SAO will develop a policy and procedure to let agencies know when an ACH rejects. SAO will work with the agencies to resolve the issue.

- GF1 Entries (LGIP Funds – Interest) – In the Agency CRP session, a question was asked as to why the interest process is not automatic.

When Treasury goes to Deal Management, this will be an automatic process. For now, the process will still be manual. SAO is considering a GL upload.

- Open Item – In the Agency CRP session, a concern was brought up about year end processes as far as forcing entries on other's books - AR. Example, funding for Public Safety from DOT on 6/30/06. Public Safety does not know about this money until later. Will this need to be booked as deferred revenue or reserve the item?

Noted as an open item, the decision on the process will be communicated in bi-weekly communications.

- Open Item – In the Agency CRP session, it was noted by DOAS that Risk Management will not be on streamlined banking.

## **Streamlined Banking Implementation**

### **Streamlined Banking Accounting Entries Conference Room Pilot**

Noted as an open item, the decision on the process will be communicated in bi-weekly communications.

- In the Agency CRP session, DDS said they sometimes will incur credit card expenses out of R1 and create vouchers. Will need to take this into consideration. Kim will add to assumption list and to the document. See Exhibit #20.
- In the Agency CRP, DTAE noted several unique requirements that will need to be considered. SAO has compiled an open items list for DTAE and will use this when defining requirements for bringing DTAE onto Streamlined Banking.